NOA 301 – RETIREMENT-DISABILITY

STEP	ACTION
1	Create the RPA from the Navigation List – Click on **Request for Personnel Actions –> Separation** or open the existing 301 RPA from the Civilian Inbox.
2	Complete the **REQUESTING INFO** Tab of the RPA: • Effective Date • SSN (with dashes) • NOA (use LOV or type it in) = **301** • Authority Code (use LOV or type it in)
3	Complete the **Remarks and Address** Tab of the RPA: • Part F – Remarks for SF-50 – enter appropriate remarks.
4	Click on **<Save>** icon to save
5	Click on the **EXTRA INFORMATION** button and complete the following DDFs. Click **<OK>** and **<Save>** after completing each window. **US FED AGENCY DATA** Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save. **SEPARATIONS OTHER THAN RETIREMENT** Drawdown Action ID = 0 *(Not applicable)* **SEPARATION AND RETIREMENT** Reason for Separation = **02** *(Retirement-Disability)* Sep Pkg Status Indicator - system generated = **2** (Disability-Retirement) Dt Ret Application Received Dt Ret Pkg Sent to Payroll
6	Close **<Extra Information >** window to return to the RPA.
7	Click on the **<Save>** icon to route the RPA or to Update HR.